

NYC DEPARTMENT OF BUILDINGS
CITYWIDE JOB VACANCY NOTICE

Civil Service Title:	<u>Administrative Manager</u>	Level:	<u>M-2</u>
Title Code No.:	<u>10025</u>	Salary:	<u>\$47,530 - \$65,145</u>
Office Title:	<u>Director of Human Services</u>		
Division/Work Unit:	<u>Office of Emergency Management (OEM)</u>	Number of Positions:	<u>1</u>
Work Location:	<u>11 Water Street, Brooklyn, NY 11201</u>		

JOB DESCRIPTION

With minimal supervision from the Assistant Commissioner for Planning and Preparedness, with wide latitude for independent initiative and judgment, the candidate is responsible for developing citywide emergency plans and providing technical advice to City agencies regarding their emergency planning efforts related to human services. This includes, identifying methods for protecting the public against hazards and for formulating a citywide emergency response to those hazards (policy creation, recommendation, and implementation), working with City agencies to identify roles/responsibilities and resolving gaps/overlaps in those roles/responsibilities.

The Human Services Unit within the Planning and Preparedness Division encompasses National Response Plan Emergency Support Function 6. Specifically, this involves planning in the following areas:

- Animal Planning
- Sheltering
- Special Needs
- Food and Water
- Unsolicited Donations
- Volunteer Management
- Mental health
- Individual and Family Assistance (Disaster Assistance Services Centers/Family Assistance Centers)
- Spiritual Care
- Developing, maintaining, and enhancing partnerships with the nonprofit community

In addition, the Director of Human Services works closely with the External Affairs Unit to develop and provide education and outreach programs within the City.

During citywide emergencies, managing the response from the Emergency Operations Center – coordinating the activities of OEM staff, City, State and Federal agency representatives, and members of the private and nonprofit sectors. Supervise regularly assigned staff (3 -5 individuals) as well as staff (20-30 individuals) assigned to the Emergency Operations Center during its activation. In addition the Director participates in drills and exercises.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation of resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in “1” above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in “1” above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and /or experience equivalent to “1”, “2” or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in “1”, “2” or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in “1”, “2” or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

PREFERRED SKILLS:

- A minimum of five years relevant work experience.
- Three years in Emergency Management desired.
- Experience working with nonprofit organizations and familiarity with NYC nonprofit sector.
- Supervisory experience.
- Strong written and verbal communications skills.
- Ability to work in a team, self-motivating environment.
- Strong diplomatic skills.
- Working knowledge of Microsoft Office applications.
- Experience in Project Management and meeting facilitation.

For more information, you may visit the DOB homepage at NYC.GOV/BUILDINGS.

TO APPLY, PLEASE SUBMIT YOUR COVER LETTER AND RESUME TO:

Recruitment Office
280 Broadway, 6th Floor
New York, New York 10007
(212) 566-3095
FAX:
E-MAIL: Recruit@buildings.nyc.gov

PLEASE INDICATE JVN # 810-06-210C ON YOUR COVER LETTER AND RESUME.

POST DATE: 5/26/06	UNTIL: Filled	JVN: <u>810-06-210C</u>
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The City is an Equal Employment Opportunity Employer
NYC RESIDENCY REQUIRED.
Special accommodations will be provided for disabled applicants.